

ATTACHMENT D
FY 2006 DOCUMENTATION REQUIREMENTS TABLE

Document	Contents	# Copies
Final Performance Ratings	An <u>alpha listing must be provided</u> which includes executive's names, salary, type of appointment, recommended ratings, performance scores and any award recommendations, as well as accounting year and project code for bonus recommendations. (see Table 1)	Original plus 10 Copies
**Individual Bonus Recommendation	A 1, but no longer than 2, page written justification for each bonus recommendation. Use DOC format attached.	Original plus 10 Copies
Organizational Bonus Priorities	A list must be provided of all proposed bonus nominees within the appropriate line/staff office including recommended bonus percentage and dollar amount <u>in priority order</u> as well as appropriate accounting year and project code information. (See Table 2)	Original plus 10 Copies
**Individual SES Pay Adjustment	A 1, but no longer than 2, page written justification for each pay adjustment recommendation. Use DOC format attached.	Original plus 10 Copies
Organizational SES Pay Adjustment Priorities	A list must be provided of all proposed SES pay adjustment recommendations within the appropriate line/staff office <u>in priority order</u> including name, current and proposed pay rates, current rating plus ratings for the past 2 years, as well as any previous recognition. (See Table 3)	Original plus 10 Copies
Individual Scientific and Professional and Senior Level (ST/SL) Pay Adjustment	A 1, but no longer than 2, page written justification for each pay adjustment proposal. Use DOC format attached.	Original plus 10 Copies
Organizational Scientific and Professional and Senior Level (ST/SL) Pay Adjustment Priorities	A list of all proposed ST/SL pay adjustments within the appropriate line office <u>in priority order</u> , including name, proposed percentage increase, current and proposed salaries, current rating plus ratings for the past 2 years, and any previous recognition. (See Table 4)	Original plus 10 Copies
Performance Agreement and Supporting Documentation	Completed form with supervisor's narrative justification (do not include self-assessment), rating recommendation, and any replies regarding the rating by the Senior Executive and/or the higher level reviewer. <u>Confirm all scores, and ensure signatures appear under Section II, Item 3. SES Employees Only (back/final page of the performance agreement).</u>	Original plus 10 copies

**** The supervisor's narrative performance rating justification may be used to justify the bonus or pay rate adjustment. See form ATTACHMENT F.**

TABLE 1:

Line Office/Staff Office (Name) Final Performance Ratings and Award Recommendations				
Name/Salary/Career or Non-Career (Alpha Order)	Rating	Score	Bonus/Pay Adjustment Recommendation	Accounting Year and Project Code
Doe, John/\$141,000/C	Outstanding	480	11% Bonus (\$15,550)	601 D8PWM91P00
Jones, Jane/\$131,342/NC	Commendable	430	3% Pay Adjustment	-----
Lewis, Robin/\$131,342/C	Commendable	420	3% Pay Adjustment	-----
Smith, Bill/\$131,342/C	Fully Successful	370	2% Pay Adjustment	-----
William, Mary/\$131,342/C	Outstanding	470	5% Bonus (\$13,134)	
Wilson, Randy/\$115,000/C	Fully Successful	350	2% Pay Adjustment	-----

TABLE 2:

Line Office/Staff Office (Name) Bonus Priorities		
Name (Priority Order)	Bonus Recommendation	Accounting Year and Project Code
Doe, John	11% / \$15,550	601 D8PWM91P00
Williams, Mary	5% / \$13,134	

EACH TABLE MUST INCLUDE A SIGNATURE BLOCK FOR THE LINE/STAFF OFFICE DIRECTOR ALONG WITH THE FOLLOWING STATEMENT.

I certify (1) the senior employee appraisals make meaningful distinctions based on relative performance; (2) the results of the process take into account, as appropriate, the DOC assessment of NOAA's performance against program performance measures; and (3) pay adjustment and cash award recommendations recognize both individual and organizational performance.

Name/Title/Signature

TABLE 3:

Line Office/Staff Office (Name) Pay Adjustment Priorities				
Name (Priority Order)	Current Pay Level	Pay Adjustment Recommendation	Current and Past Two Performance Ratings	Previous Pay Adjustment Recognition
Jones, Jane	\$131,342	3% \$135,282	05: Commendable 04: Outstanding 03: Outstanding	ES-2 -> ES-3: 01/00 (for FY01 rating)
Lewis, Robin	\$131,342	3% \$135,282	05: Commendable 04: Commendable 03: Not Applicable	Not Applicable

TABLE 4:

Line Office/Staff Office (Name) ST-3104 Pay Adjustment Priorities					
Name (Priority Order)	Proposed Pay Adjustment	Current Salary (Base Pay) no locality	Proposed Base Salary	2003 - 2005 Performance Ratings	Previous Recognition
Harris, Stan	4%	\$58,725	\$113,074	05: Outstanding 04: Commendable 03: Outstanding	02: 3%
Powell, Larry	2%	\$54,927	\$57,025	05: Commendable 04: Commendable 03: Outstanding	02: Honorary Degree (School)

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